

**Instructions for Preparing AP-1 and AP-2
Unclaimed Property Report Forms
Please Read Carefully**

THE AP-1 FORM

Information on the report forms must be typed. The AP-1 form contains items numbered 1 through 12. Numbers 5,6,7,8,11 and 12 are self-explanatory. Below are explanations for other blank spaces on the form.

1. Your company name and address should be pre-printed on this booklet's address label for you to peel and stick on AP-1 Form. If there are any corrections or if the area is blank, please use the lines to provide this information.
If a name has changed, please explain (example: Merged with ABC Corporation effective 7/1/XXXX).
2. The contact person should be the individual responsible for answering any questions concerning your Report of Unclaimed Property. **Please include the contact person's telephone number.**
3. The federal identification number (FEIN) must be listed.
4. North American Industry Classification System (NAICS) Code per IRS regulations, (formerly SIC). For further assistance, visit:
<http://www.census.gov/epcd/www/naicstab.htm>
9. Indicate date due diligence performed in accordance with 55-210.12 (e) of The Uniform Disposition of Unclaimed Property Act, Code of Virginia.
10. Indicate report year (i.e. If report is due November 1, 2003, REPORT YEAR = 2003).
This is property due for remittance on or before July 1, 2002 to June 30, 2003

Type of Report

Regular – Holder's annual report due November 1 (May 1 for Insurance companies)

Audit – Report filed as a result of an Unclaimed Property Audit

Negative – No unclaimed property to report (**NO REPORT REQUIRED**)

Other – Not specifically identified above (amnesty, prorated reports)

11. Check the appropriate category – cash, securities, mutual funds, or tangible property.

The back of the AP-1 form consists of property codes, which should be used to complete Column 3 of the AP-2 form. **The total number of items and the total dollar amount should be entered at the end of each property type.**

For security property, please state the number of different securities, CUSIP numbers, total number of shares, and total number of items delivered.

The certification statement on the AP-1 form must be completed and signed by an authorized official certifying the accuracy of the report. The AP-1 form must be submitted with the report, including all electronic reports. All AP-1 forms submitted without a signature will be considered late.

THE AP-2 FORM

This form can be reproduced to accommodate additional owner accounts. If the AP-2 form is not used, the adopted format (preferred font size is 12) must comply with that of the AP-2 form. **Reports, which do not comply, will be returned and considered late.** The top section of this form should show the same information as on the AP-1 form. The period covered should indicate the last dates of activity for the property being reported. Please give the range of dates listed in Column 6.

COLUMN 1: Number owners sequentially (1,2,3...).

COLUMN 2: (Property Code) Transfer the correct code from the AP-1 form which applies to each individual account. If the property code is "OTHER," please describe in Column 11.

COLUMN 3: (Identifying Number) Insert the account number, check number, policy number, case number (example: courts, governmental agencies, etc.) or other identifying number.

COLUMN 4: (Owner's Name and Address) List the owners alphabetically with the last name first and any address information. If the account has more than one owner, please specify any legal entitlement such as joint tenant, beneficiary, trustee, Uniform Gift to Minors, etc., beside the correct name.

COLUMN 5: (Social Security Number) List the social security number for each owner including accounts with more than one owner.

COLUMN 6: (Date of Last Transaction) Specify the date of the last deposit or withdrawal made by the owner, the date the property became payable or distributable, or the date a check or draft was issued. If the property is an automatically renewable savings certificate or dividend reinvestment plan, the holding period starts at the date of the second mailing that is returned undeliverable or the date mailings were discontinued.

COLUMN 7: (Amount Due Owner Before Deductions and Withholdings) Specify the amount due an owner before any deductions.

COLUMN 8a: (Type Code for Deductions or Withholdings) The following type codes must be used for this section:

- "SC" - service charge deduction
- "IW" - interest withheld or discontinued
- "DW" - dividends withheld or discontinued
- "FTW" - federal tax withheld due to back up withholding
- "OTH" - other (Describe in Column 12)

COLUMN 8b: (Deductions and Withholdings) Enter the amounts you are deducting or withholding from the owner account. No service charge may be deducted nor should interest or dividends cease to accrue on property presumed abandoned. If such deductions are made, you must include a copy of the contract authorizing such charges or the authorization for the discontinuance of interest or dividend payments.

COLUMN 9: (Amount Remitted as Due Owner) Specify the total dollar amount or number of shares you are remitting for each owner.

COLUMN 10: (Interest Rate) Complete this column only if the owner account is an interest bearing account. Please identify the interest rate. **If an interest rate is not supplied, the report will be considered incomplete and considered late until the interest rate is provided in writing.**

COLUMN 11: (Tangible Property, Mutual Funds, Securities, Description or Comments) Describe the contents of safe deposit boxes, jewelry, stock certificates, etc. **The full security name and CUSIP number must be provided, for all reported securities, including mutual funds.** Please include any other pertinent information regarding the securities (i.e. cash-in-lieu rate, any stock splits, or other corporate activity). Enter any additional information you have on an owner (example: date of birth or death, owner's employer, style of court case, FEIN number). **If the fund is an IRA or retirement account, please use the proper type code and the shareholder's date of birth must be stated in this column.**

MUTUAL FUNDS should be transferred into the name "**Commonwealth of Virginia, Department of the Treasury, Division of Unclaimed Property**", FEIN 54-6001745, to be held in book entry form. The CUSIP number and FEIN number for the issuing company must be provided. The appropriate confirmation statement must accompany the Report of Unclaimed Property.

SECURITIES, Certificated shares, and Dividend Reinvestment Plan (DRP) shares, should be transferred to the Treasurer's nominee name. If owners are due fractional shares, convert the fractional shares to cash and remit as "cash in lieu" per owner. **Do not combine the fractional shares for multiple owners.**

REGISTRATION FOR CERTIFICATED SECURITIES AND DIVIDEND REINVESTMENT PLANS SHARES:

Nominee Name:

Old Dominion & Co.
FEIN # 75-3121674

DTC Delivery:

DTC Participant # 0954
Account # AUZF0340702
Agent Bank # 26017

Two days prior to actual delivery, we request a list of the securities. That list should include cusip numbers, number of shares, issue names, and the delivering party's DTC participant number. That information should be faxed to ACS Unclaimed Property Clearinghouse at 617-722-9660.

Physical Certificates:

Old Dominion & Co.
FEIN# 75-3121674
Mellon Security Trust Company
120 Broadway
13th Floor-Teller Window
New York, NY 10271

Dividend Reinvestment Plan Shares:

Old Dominion & Co.
FEIN# 75-3121674
c/o ACS Unclaimed Property Clearinghouse
260 Franklin St, 11th floor
Boston, MA 02110

Two days prior to actual delivery, we request a list of the securities. That list should include cusip numbers, number of shares, issue names, certificate number, and registration. That information should be faxed to ACS Unclaimed Property Clearinghouse at 617-722-9660.

A copy of the certificate MUST be sent with the report

Report securities for owners with the last known addresses outside Virginia directly to the state of the owners' last known address. **Only one certificate must be delivered for each security position reported.**

COLUMNS 7, 8b, and 9 should be totaled on each page. The totals should include totals brought forward from the previous page. Confirm that the total amount reported agrees with your remittance amount. In addition, securities reported must agree with securities delivered.

AGGREGATE: Items under \$100 may be reported as one figure by stating the total number of items and amount being remitted (example: 20 items less than \$100 each totaling – \$2,000.00). Should you report in this manner, you will be required to provide verification of the report year and amount remitted when the owner makes a claim. To prevent us from having to contact you later for this information, you are encouraged to attach a detailed listing of owners that make up the aggregate amount. **PLEASE PLACE LIST AT THE END OF THE REPORT!**

REMITTANCES MUST BE SENT WITH THE REPORTS AND POSTMARKED BY NOVEMBER 1 (MAY 1 FOR INSURANCE COMPANIES). ANY REPORT RECEIVED WITHOUT THE REMITTANCE WILL CONSTITUTE FAILURE TO COMPLY WITH SECTION 55-210.12 OF THE CODE OF VIRGINIA. PENALTIES AND INTEREST WILL BEGIN TO ACCRUE ON THE NOVEMBER 1 (MAY 1 FOR INSURANCE COMPANIES) DEADLINE FOR REPORTS NOT POSTMARKED BY THIS DATE.

To remit unclaimed property using EFT or Wire Transfer, you will need the following information:

Bank of America/VA
ABA#
Account #
Commonwealth of Virginia
Please contact Marketa Lee at (804) 225-2463 to obtain these numbers.

In order to receive proper credit for this transaction, you **must:** Phone advise Ken Van Auken at (804) 225-3166 **or** Fax confirmation of the transaction to Marketa Lee at (804) 786-4653 including the following description:

“Unclaimed Property remittance from (Holder name)”